

GSA Vehicle Purchase Program (AUTOCHOICE):

Note: At the present time, vehicles may only be purchased under the 1122 Program for counter-drug activities; i.e., vehicles may not be purchased for either homeland security or emergency response activities under the 1122 Program.

AutoChoice is an online vehicle ordering system, which allows State and local governmental agencies certified in the 1122 Program to:

- Choose Vehicles by make and model.
- Compare base prices and equipment options
- Compare miles per gallon (MPG)
- Select your own color (which includes 2-tone)
- Check status of ordered vehicle

Through AutoChoice, agencies are authorized to purchase vehicles to support Counter Drug, activities. Listed below are the types of vehicle available for purchase:

- Law Enforcement Vehicles
- Sedans
- SUVs
- Light Trucks

In October of each year, GSA's Vehicle Program establishes contracts with major domestic automobile manufactures. GSA has contract coverage between October and March of each year for law enforcement vehicles, sedan, SUV's, light trucks and Alternative Fuel Vehicle's. All agencies should submit their orders as early as possible to ensure availability of selected vehicles. Traditionally, production cut offs of most vehicle types usually begin in early March. Agencies interested in purchasing vehicles under this program should submit the following documents:

- The GSA Pre-Authorization Form (Figure 1)
- The AutoChoice Price Comparison Summary Page
- The AutoChoice Price Discount Page
- The AutoChoice Quantity and Color Selection Page

Upon receipt of an order, the CPP office will:

- Verify order information
- Sign and return the GSA Order Form to CPP
- Transfer funds to Cal EMA Accounting (check must include order number and agency name)
- Once the order is received the receiving agency will verify quantities ordered/received.
- Complete, sign and forward Stock Received Form to Cal EMA-Accounting for payment

Agencies making vehicle purchases will receive advance order placement confirmation from GSA AutoChoice, along with an anticipated shipment date as soon as it becomes available. Vehicle orders can range from 90-150 days for shipment after receipt of order by manufacturer. Vehicles are then shipped to the automobile dealership nearest to the purchasing agency. The dealership notifies them when the vehicle is available. The purchasing agencies are reminded that a thorough inspection of the vehicle should be made prior to acceptance to ensure all options requested are included. They must then notify the CPP immediately if there are discrepancies.

Prior to acceptance, the agency must ensure that all prerequisite documentation, such as the ownership certificate, has been released to the person accepting the vehicle.

Agencies must be aware that that GSA does not collect California sales taxes and fees through the AutoChoice Program and that the registration and user taxes are the responsibility of the certified agency.

If you would like to check out the GSA AUTOCHOICE Program go to:

<https://apps.fss.gsa.gov/cops/vehicles/autochoicemysql/Login.cfm>

First time viewers must register. To do so, select “Click here to register in AutoChoice”.

This will take you to the registration for new user’s page. Your first field is “Agency Code:” enter code **21**.

Your second field is “Bureau Code:” enter **44**.

Once you complete this page you will have viewer access to AutoChoice.